



VACANCY ANNOUNCEMENT

June 25, 2010

Graphic Designer

The Kansas Secretary of State's office is hiring a Graphic Designer to serve in our Public Relations division. This position will be responsible for the design and production of a wide variety of graphic arts materials to meet specific commercial and promotional needs. This person will also play a significant role in the design, creation and maintenance of agency forms, printed materials and content designated for posting to one of the agency's web sites.

Work Examples

- Oversee the brand image of the Secretary of State's Office including Logo, letterhead, business cards, etc.
- Create collateral to support agency programs including Logos, posters, brochures, etc.
- Design and layout agency forms, newsletters, and other publications
- Develop and contribute visual components for multiple agency websites

Job Requirements

- Bachelor's degree
- Demonstrate proficiency with Creative Suite software

Preferred Skills

- Outstanding written communication and organizational skills
- Ability to work effectively with a variety of personalities and position levels as well as independently
- Willingness to initiate, follow through, and work issues from inception to completion
- Experience leading projects and thinking creatively in order to solve problems

Salary

Starting salary range for this position is: \$15.75/hr (\$32,760.00/yr) - \$16.83/hr (\$35,006.40/yr)

Application Deadline

The deadline to submit all application materials is **8:00 am, Tuesday, July 6, 2010.**

Application Requirements (2)

- Resume – May be submitted electronically as an e-mail attachment, mailed, faxed or hand delivered.
- [Kansas Secretary of State Employment Application](#) – To complete an application online, or to obtain a copy for mail, fax, e-mail or hand delivery, visit us online at www.kssos.org.
- Portfolio (containing examples of design work) – May be submitted electronically as an e-mail attachment, mailed, faxed or hand delivered. If available please include an example of a form, a website template, and a brochure.

Application Process

An interview team from the Secretary of State's office will review all applications received by the application deadline. The interview team will select an interview group. Interviews will likely be conducted by a panel and performance-based questions may be used. The interview team will select top candidates after the conclusion of all interviews. The hiring decision will be based on a combination of criteria including but not limited to: resume, application, interview, experience, work history, and reference checks.

Employment Philosophy

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

Contact Information

For information regarding your application or the application process please contact Mike Brassel.

Phone: (785) 291-3603
Fax: (785) 368-8032
E-mail: hr@kssos.org
Web: <http://www.kssos.org>
Mailing Address: Kansas Secretary of State
Memorial Hall, Room 140
Attn: Mike Brassel
120 SW 10th Ave
Topeka, KS 66612-1594